

DETERMINATION AND FINDING  
FOR A SOLE SOURCE PROCUREMENT

AGENCY: District of Columbia Public Schools – Office of Specialized Instruction

CAPTION: Community Based Instruction

PROPOSED CONTRACTOR: The Arc of DC

**FINDINGS**

**1. Authorization:**

D.C. Code 2-354.04.5 and 27 DCMR, Section 1304 and 1702

**2. Minimum need:**

DCPS needs support in delivering the community based instruction portion of the Independent Living Skills course curriculum during the 2015/16 academic year.

**3. Estimated cost:**

The estimated cost is \$114,663.52

**4. Facts which justify a sole source procurement:**

The District of Columbia Public Schools (DCPS), Division of Specialized Instruction (DSI) recommends securing The Arc of DC as a vendor to deliver the community based instruction portion of the Transition Team's Independent Living Skills course curriculum for the following reasons:

**History of building strong community relationships** – The Arc of DC currently has active relationships with dozens of DC area organizations, businesses, and government agencies. These relationships leave the Arc of DC uniquely poised to support DCPS students, as the delivery of community based instruction is contingent on the existence of strong local partnerships for students with Intellectual Disabilities and Autism. Also, because the Arc of DC does not have to expend significant resources building out new relationships, they are able to keep their costs at a reasonable rate.

**History of strong performance with DCPS** – The Arc of DC has partnered with DCPS to deliver specialized instruction related to independent living, job exploration, and community based exploration for years, and each of these years the Arc has met or exceed DCPS expectations.

Although The Arc of DC has worked in the district for 65 years, teaching DCPS students to become independent utilizing their formalized curriculum, “Beyond High School Navigating The Future”, began in 2010 under Blackman Jones. During those years over 1,000 students received customized instruction in navigating their future. Between 2010 and 2015 The Arc of DC completed the following tasks:

### **Student Training**

- Overview of Transition
- Gathering Information/Assessments
  - Self-Assessments
  - Teacher Assessments distributed
- Self-Determination & Self-Advocacy
- Life Plans
- Employment
  - Assessing interests and skills
  - Exploring career fields
  - Resume development & completed, typed resume
  - Interview preparation, etiquette, and practice
  - Employment support
    - Rehabilitation Services Administration (RSA)
    - Supported Employment
    - Prevocational Services
- Independent Living
- Independent Travel / Transportation
- Recreation

### **Family Training**

- Benefits Planning
- Medicaid Waiver Services & Developmental Disabilities Administration (DDA)
- “Family Handbook for Transition Planning” distributed
  - Resources for extra assistance pointed out to parent

### **Data Collection / Assessments**

Throughout the student trainings, students developed a personalized transition portfolio including:

- A Look to the Future (Life Plan rough draft)
- Transition Knowledge Self-Assessment
- My Life Plan
- Resume
- Mock Interview (with community partners)
- Can I take Care of Myself? Independent Living Survey
- Recreation: My Interests

The Arc of DC's support to DCPS enabled the Office of Specialized Instruction to create a curriculum titled Independent Living Skills. The Arc of DC has assisted with the Community Based Instruction component of the course for the past 3 years pursuant to the Blackman Jones court order.

**Unique qualifications and experience** – The Arc of DC has been providing community based instruction in DC for over 65 years and is one of the nations most experienced disability service organizations. The Arc of DC is the only agency in the district that has expertise in the areas of supported employment, self-advocacy, and curriculum implementation, all of which are vital components of the Transition Team's Independent Living Skills curriculum.

In summary, The Arc of DC's successful history with DCPS, their numerous area partnerships, and their unique experience make them the most efficient and cost-effective vendor for this work.

Without their support during the 2015 – 2016 school year DCPS will not be able to continue the Independent Living Skills course into which more than 263 students have enrolled. All community based instruction supports will cease and students will lose the opportunity of participate in real world life experiences with customized planning in the areas of post-secondary education and training, employment and independent living.

**CERTIFICATION BY THE DCPS PROGRAM OFFICE:**

I hereby certify that the above findings are correct and that the anticipated cost to DCPS is fair and reasonable.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Chief  
Specialized Instruction

**CERTIFICATION AND DETERMINATION**

Based on the above certified findings in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; DC Code 2-354 and 27 DCMR 1304 and 1702.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Procurement Officer